



# Mobile County PUBLIC SCHOOLS

## **Job Description Title – ART TEACHER (Local School or Itinerant)**

**SUPERVISED BY/REPORTS TO:** Principal or Fine Arts Supervisor or their designee.

**FLSA Designation:** Non-exempt

### **QUALIFICATIONS:**

- Bachelor's Degree or higher from an institution of higher education that was appropriately accredited per the Alabama State Department of Education at the time the courses were taken, and degree was completed with a minimum of a 2.0 GPA. Acceptable degree majors are Art, Visual Art, Art and Design, Drawing and Painting, Studio Art, Digital Media or major closely related to these.
- Valid Alabama teaching certificate in the grade level, subject area(s) assigned or eligible for an Alternative Certificate.
- Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Ability to be punctual and maintain regular attendance.

### **LANGUAGE SKILLS:**

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

### **INTERPERSONAL SKILLS:**

Works well with and respects others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members and stakeholders. Teachers should be sure that all their social media accounts are professional and appropriate. Does not project personal beliefs or biases onto students or faculty members.

### **REASONING ABILITY:**

Ability to plan, organize, develop, and conduct a comprehensive teaching and instruction program in the visual arts course being taught for students in the district. Ability to identify and define problems, collect data, establish facts, and draw valid conclusions.

### **COMPUTER SKILLS:**

General knowledge of computer usage and ability to use email, internet software, and word processing software. Must learn other software used by the district, i.e., PowerSchool, Schoology etc. Must be able to develop and/or facilitate an online course.

### **PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:**

*The performance responsibilities and essential duties described here are representative of the*

*knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.*

1. Able to provide instruction to students and teacher with appropriate art media in those skills that enable learners to communicate ideas, images, symbols, and feelings in visual forms.
2. Employs an array of media for expression such as crayons, chalks, finger paint, powder paint, tempera, watercolor, clay, paper-mâché, polymer medium, tissue paper, yarn, leather, wood, and metal.
3. Employs techniques and provides opportunities for learners to recognize, to identify and utilize qualities for learners to recognize, to identify, and utilize qualities in visual work such as line, color, shape, intensity, value, texture, composition, and contrast.
4. Assists with the planning and development of art exhibits and art fairs. Encourages/facilitates student participation in local, state, and national art exhibits, fairs, and contests.
5. Provides instruction by which pupils develop aesthetic concepts and appreciations, and the ability to make qualitative judgements about art.
6. Acts as a resource person on an inter-departmental level to relate appropriate aspects of art to other subject areas.
7. Teach knowledge and skills in art, including but not limited to crafts, drawing, painting, lettering, design, commercial art, art history, and/or three-dimensional art to students that are age appropriate.
8. Actively establishes and maintains appropriate student supervision so that students have a safe, orderly, effective, and productive environment in which to learn. Utilizes a variety of behavior management strategies and techniques, including behavior modification, reinforcement and other positive behavior shaping processes, as needed. Upholds local school and district discipline procedures.
9. Cooperates in school-wide supervision of students for both in-class and during out-of-class activities. Actively supervises students in hallways before, after, and between classes, in library, in the cafeteria, bus areas, and at special events, ensuring safety and security.
10. Provides appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.
11. Participates in administration of state and/or standardized testing as assigned; establishes appropriate testing environment and ensures test security by adhering to testing procedures and policy manuals.
12. Knowledgeably and responsibly communicates accurate and timely regarding individual student progress via newsletters, emails, notes, phone calls, to all relevant stakeholders. Keeps electronic gradebook up to date.
13. Organizes daily class time so that instruction can be accomplished within the allotted time; develops weekly lesson plans (following scope and sequence) and instructional materials; translates lesson plans into learning experiences to best utilize the available time for instruction; provides appropriate, detailed instructions/plans for substitute teacher in event of absence. Lesson plans must be made available to local school administration and district staff when asked.
14. Maintains fair, accurate and timely grading policies and procedures, attendance, email, and web pages as required through the technology system provided by the district. Keeps online course assignments and resources up to date.
15. Integrates technology to support effective instruction, student learning, and classroom management. Grades papers, assignments, and assessments promptly and accurately.
16. Assists in the selection of equipment, and other instructional materials. Uses teacher allocation funds to support instructional needs.
17. Maintains appropriate confidentiality regarding school/workplace matters including social media and online platforms.
18. Maintains and engages in personal professional growth, adheres to professional standards, and demonstrates professional ethics, sound judgment, and leadership. Attends all required in-service training meetings and workshops. Attends and participates in faculty meetings.

19. Reports potential problems, or unusual events, to appropriate administrative or supervisory personnel. Reports incidents for the purpose of maintaining the personal safety of students and employees.
20. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
21. Is a role model for students and supports the mission of the school district.
22. Works well with all administrators, teachers, and other members of the school staff.
23. Performs other duties assigned by supervisor, administrator, or principal.

### **OTHER DUTIES:**

Participates in various student and parent activities which occur in school including but not limited to PTA or PTO, student clubs and after school activities.

Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.

### **PHYSICAL REQUIREMENTS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job:*

The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The teacher is occasionally required to stoop, kneel, or squat. The teacher may be on their feet standing for over an hour. The teacher may regularly lift and/or move up to 25 pounds and occasionally lifts to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Works in a classroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens. Outside carpool and traffic duty may occasionally be required.

### **EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal, the Fine Arts Supervisor, or their designee.

### **TERMS OF EMPLOYMENT**

Placement of this position may be in an individual school or shared between two or three schools. This position can also be an entirely itinerant position where the teacher rotates among several schools according to a schedule determined by the Fine Arts Supervisor. Work periods are 9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the Principal, by the Fine Arts Supervisor or their designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

### **SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.